**Faculty Search Committee Member Checklist**

### Pre-Search

- Complete mandatory search committee training.
- Before agreeing to participate, ensure ability and willingness to commit to attending all committee meetings and other search-related activities.
- Review OIE Search & Screening Guidelines and other search-related resources at oie.ucf.edu.

### During Search

**Search Committee Charge Meeting**

At first meeting, receive charge from hiring official. Items addressed should include:

- Participate in search committee member introductions.
- Receive the charge from the hiring official and address any questions the committee may have.
- Create a meeting schedule based on search timeframes.
- Discuss a quorum for committee action.
- Establish absentee ballot procedures, if any [Note: proxy voting is prohibited].
- Discuss and agree upon minimum and preferred criteria and tools for each screening round; criteria must be objective, measurable, and performance-based (this step must be completed prior to applicant review).
- Actively recruit qualified, diverse candidates through personal and professional networks.
- If requested by the hiring official, develop recommendations to supplement existing recruitment plan, with consideration given to the university’s applicant pool diversity goals and Affirmative Action Plan (AAP) placement goals.
- Discuss how ‘Conflicts of Interests’, as well as ‘The Right of Inclusion’ (also known as the Motion to Reconsider) will be used during the search.
- Do not conduct committee work outside of official search committee meetings.
- Be an active participant during committee meetings and share your perspectives to ensure an effective and successful search.
- Review regulations governing record-keeping associated with a search; specifically, the Florida Sunshine Law and the Public Records Law.
- Do not share your notes; generally, notes are not subject to a public records request, unless they are shared with others or included in a subpoena.
- Address any additional special requirements of the search.

**Candidate Application Screening Process**

It’s important to treat all candidates the same throughout the screening process. These are some items to note:

- Discuss timetable for screening.
- Use date from ads indicating when screening will begin; closing date if already established; desired interview dates; other parameters from hiring official. (Please Note: Minimum
requirements cannot be changed during the screening process; candidates must be screened consistent with the advertised requirements in the job posting. If changes are made to qualifications during the screening, the search will likely be failed and the committee will be required to re-post the position).

☐ If the committee considers a candidate whose credentials are not consistent with the posted position requirements, the search chair must consult with Academic Affairs and Academic Program Quality to confirm that the candidate’s credentials meet the posted requirements PRIOR to advancing the candidate in the search process.

☐ Conduct all screening rounds applying objective, performance-based criteria.

Candidate Interview Process:
It’s important to treat all candidates the same throughout the interview process. These are some items to note:

☐ Collaborate with search committee to develop interview questions (review the OIE Acceptable/Unacceptable Interview Questions list).
☐ Collaborate with the search manager to schedule interviews.
☐ Complete phone reference checks for finalist(s).
☐ Prepare interview results summary and final committee recommendation for hiring official.

Throughout the search, work with the search chair to:

☐ Identify and monitor any conflict of interest with a candidate under consideration. This matter must be immediately brought to the attention of the search chair for review and resolution.

☐ Exercise the ‘Right of Inclusion’ to review your concerns if you believe that a candidate did not advance during a screening round due to inconsistent application of the screening criteria.

☐ Maintain confidentiality.

POST SEARCH

☐ No actions required.